

October 12, 2006

To: LCOG Executive Committee
From: Bob Swank
Subject: Request for Proposals for Audit Services
Action Requested: Discuss RFP Document and Process

Background

At the September Executive Committee meeting the draft RFP document and process were discussed. The suggestions and questions follow:

1. It was proposed that an Audit Committee be formed, and that an Evaluation Team be formed. The membership of these two committees needs to be determined, and the times that each will need to meet. One related question is if a single committee can be both the Audit Committee and the Evaluation Committee. The proposed RFP schedule has been expanded to include meetings for the committees.

<i>Final RFP approval by Audit Committee</i>	<i>January 3, 2007</i>
Advertise/issue request for proposals	January 10, 2007
Solicitation protests due by 2 p.m.	January 17, 2007
Final proposals due by 2 p.m.	January 31, 2007
<i>Committee evaluation of proposals</i>	<i>February 7, 2007</i>
Proposals evaluated	February 9, 2007
<i>Interviews by Committee</i>	<i>February 21-22</i>
Interviews conducted by	February 23, 2007
<i>Selection decision by Committee</i>	<i>February 28, 2007</i>
Notice of intent to award by	March 2, 2007
Contract signed by	March 9, 2007
<i>Introductory meeting with auditor</i>	<i>May 2, 2007</i>

2. It was proposed that the RFP include a five year limit for the successful bidder to conduct audit services for LCOG. This is a common practice, but it provides

more flexibility to include the opportunity for annual renewals so that another selection process can be done when the Executive Committee feels it is appropriate rather than at a predefined time.

3. Are there other suggestions that are not included on this list?